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Meeting ID: 847 5271 9514

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**TOWN OF GRANBY
BOARD OF SELECTMEN
REGULAR MEETING
MONDAY, APRIL 4, 2022
TOWN HALL MEETING ROOM
7:00 P.M.
AGENDA**

I. PLEDGE OF ALLEGIANCE

II. PUBLIC SESSION

III. MINUTES

- A. Approval of BOS Budget Workshop Minutes – March 17, 2022
- B. Approval of BOS Meeting Minutes - March 21, 2022

IV. APPOINTMENTS

- Lower Farmington River and Salmon Brook Wild and Scenic Committee – Alternate (Fred Jones)
- Conservation Commission (David Payton, Greg Dion)

V. OLD BUSINESS

- A. IBAC Update
- B. Strategic Plan Update

VI. BUSINESS

- A. Consideration of Sewer Allocation for Granby Memorial High School, 315 Salmon Brook Street – BOS to Convene as the Granby Water Pollution Control Authority (GWPCA)
- B. Consideration of Non-Emergency Communications Improvement Plan
- C. Consideration of Resolution and Compliance Statement Supporting Fair Housing
- D. Consideration of Connecticut Department of Transportation Award

- E. Consideration of Neighborhood Assistance Act (NAA) Tax Credit Program
- F. Consideration of the Awarding of the Contract for High School Renovations

VII. TOWN MANAGER REPORT

VIII. FIRST SELECTMAN REPORT (Mark Fiorentino)

IX. SELECTMAN REPORTS

(Sally S. King, Frederick A. Moffa, Mark C. Neumann, Kelly O. Rome and John Bell, Student Liaison)

X. EXECUTIVE SESSION

XI. ADJOURNMENT

The next regular meeting is scheduled for April 18, 2022

**TOWN OF GRANBY
BOARD OF SELECTMEN
BUDGET WORKSHOP MINUTES
MARCH 17, 2022**

First Selectman Fiorentino called the meeting to order at 6:00 p.m.

PRESENT: First Selectman Mark Fiorentino, Sally King, Fred Moffa, Mark Neumann, Kelly Rome, and Town Manager Erica Robertson

Also present: Kimi Cheng, Director of Finance, Mike Guarco, Board of Finance Chairman, William Kennedy, Board of Finance

PLEDGE OF ALLEGIANCE

First Selectman Mark Fiorentino asked for a moment of silence in memory of former Town Manager John Ward on this one-year anniversary of his passing.

Town Manager Erica Robertson reviewed the Administration section of the budget:

- Overall Administration section total is up 5.50%.
- The 36% increase in Temp/Part-Time is the result of the increases in minimum wage and the hours in the Human Resources position.
- The Town Manager would like to obtain an intern through UConn's Graduate Program of Public Policy. The cost would be \$16,500 for 15 hours per week for 39 weeks from late August to the end of May.
- Legal fees have remained consistent over the past few years.
- Fringe Benefits include health insurance, life insurance, pension obligations, long-term disability policy, FICA/Medicare taxes, etc. and shows an overall increase of 3.80%. The highest dollar increase is due to the expected health insurance renewal.

Town Clerk Karen Hazen noted the Town Clerk budget shows an overall increase of 3.14% mostly due to contractual obligations. In addition to being the registrar of vital records, some other duties and responsibilities of the office include:

- Maintaining and providing access to public records
- Recording and indexing documents and survey maps
- Issuing various licenses and permits
- Administering oaths of office to local elected and appointed officials
- Preparing list of candidates and offices to be filled for upcoming elections
- Preparing and issuing absentee ballots
- Preparing and posting legal notices

E. Robertson reviewed Probate which is a regional office encompassing the Towns of Avon, Canton, Granby and Simsbury. Granby's operating cost share is \$4,241.

E. Robertson reviewed Contingency and Reserve which funds minor unforeseen expenses and is proposing \$65,000 for miscellaneous expenses and \$35,300 for Kearns.

Laura Wolfe, Registrar of Voters, reviewed the duties and responsibilities of the Registrar's Office, noting it is becoming increasingly more difficult to run elections strictly with volunteers.

BOS MINUTES

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She would like to see funding in their overall budget to include payroll for their deputies and assistants, as well as the full cost of elections.

E. Robertson reviewed Boards, Regional Programs and Staff Development and stressed how vital they are to the Town.

K. Cheng reviewed Revenue Collections indicating there is not a lot of change, mostly payroll and software applications. The total increase is 1.64%.

Town Assessor Sue Altieri reported the department's responsibilities are to list and value all classes of real and personal property. The last revaluation was in 2017. An increase in regular payroll is due to contractual obligations and Contract and Maintenance Services shows an increase in mapping. The overall increase is 7.36%.

Director of Finance K. Cheng reviewed the responsibilities of Finance:

- File for Grant Applications
- Annual Comprehensive Financial Report
- Workers Compensation audit
- State and Federal audit
- Budget books
- Budget flyers to residents
- Monitor cash flow
- Payroll and AP for the Town
- Reconcile bank accounts
- Pension and benefits

The overall increase for the Finance Department is 12.15%.

E. Robertson reviewed Insurances indicating an increase in the Business Packages with CIRMA and a slight decrease in Workers' Compensation. Overall, the increase is 1.25%.

Director of Community Development Abby Kenyon explained the department's function is to administer the Town's overall land use and development process from application submission through certificate of occupancy. In addition, the department administers the Town's Housing Rehabilitation Program, prepares and administers grants, handles all GIS mapping inquiries and needs and manages special projects as needed. One change in the budget is a new line item for Temporary/Part-Time to cover for the Director while she is out for maternity leave. The overall increase is 30.33%.

Planning and Engineering Services also discussed by A. Kenyon, covers the Wetlands Agent and Town Engineer that fall under the Department of Public Works budget and provide services to Community Development.

E. Robertson reviewed Human Resources noting she would like to increase the position from ten hours a week to 20. Although the position could possibly be shared with the Board of Education, it is felt someone is needed on staff for the town operations.

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E. Robertson reviewed Technology, asking for \$15,000 for a shared part-time position with the Board of Education to manage and update the Town's webpage and social media platforms, as well as setting up and managing virtual meetings and marketing the Town.

E. Robertson noted there is not a lot of significant change in the Debt Service Budget. Debt premiums were reviewed. Principal and interest plus service fees are budgeted at \$1,742,393, a 5.9% increase from last year.

E. Robertson reviewed overall Revenues, reporting intergovernmental revenues are received from State and Federal Grants as well as other governmental units. There are no significant changes in expected revenues for next year.

ON A MOTION by M. Neumann, seconded by F. Moffa, the Board voted unanimously(5-0-0) to adjourn at 8:27 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Erica P. Robertson". The signature is fluid and cursive, with the first name "Erica" being more prominent.

Erica P. Robertson
Town Manager

**TOWN OF GRANBY
BOARD OF SELECTMEN
REGULAR MEETING
MINUTES
March 21, 2022**

**PRESENT: Mark Fiorentino, Sally King, Fred Moffa, Mark Neumann, Kelly Rome,
John Bell Student Liaison, Erica Robertson, Town Manager**

The Regular meeting of the Board of Selectmen was called to order by First Selectman Mark Fiorentino at 7:00 p.m.

I. PLEDGE OF ALLEGIANCE

II. PUBLIC SESSION

Glen Ballard, 289 Granville Road, would like to see all board meetings recorded and minutes on the website within seven days. He also requested a copy of the IBAC list of proposed projects on the website. E. Robertson responded the list is only in draft form at this point. Mr. Ballard also had suggestions for the Board regarding the budget.

III. MINUTES

A. Approval of Meeting Minutes

ON A MOTION by S. King, seconded by M. Neumann, the Board voted unanimously (5-0-0) to approve the minutes of the March 7, 2022 regular meeting as presented.

ON A MOTION by K. Rome, seconded by F. Moffa, the Board voted unanimously (5-0-0) to approve the minutes of the March 10, 2022 Budget Workshop as presented.

ON A MOTION by S. King, seconded by M. Neumann, the Board voted (4-0-1) (abstention F. Moffa who was not present) to approve the minutes of the March 14, 2022 Budget Workshop as presented.

IV. APPOINTMENTS

- Lower Farmington River and Salmon Brook Wild and Scenic Committee – Alternate (Fred Jones)
- Conservation Commission (David Payton)

ON A MOTION by S. King, seconded by F. Moffa, the Board voted unanimously (5-0-0) to appoint Kim Becker, replacing Marilyn Sponzo, to the Commission on Aging for the balance of a two-year term beginning immediately and ending January 11, 2023.

ON A MOTION by K. Rome, seconded by M. Neumann, the Board voted unanimously (5-0-0) to reappoint Abby Kenyon to the Central Regional Tourism District, Inc. as Granby's representative for a three-year term ending in 2025.

V. OLD BUSINESS

A. IBAC Update

M. Fiorentino announced the Intra-Board Advisory Committee (IBAC) will hold a public session in the Town Hall Meeting Room on May 23, 2022 at 6:00 p.m. for residents to ask questions and provide input. The committee has one more meeting in April to complete the list which will be available to the public well in advance of the public session.

B. Strategic Plan Update

The First Selectman and Town Manager will meet with the Parks & Recreation Board at their April 5th meeting.

VI. BUSINESS

A. Consideration of Granby Racial Reconciliation Group Request for Use of Alcohol at Salmon Brook Park During their Event – Granby Celebrates Juneteenth

E. Robertson reported all the necessary paperwork has been received regarding this event.

ON A MOTION by K. Rome, seconded by F. Moffa, the Board voted unanimously (5-0-0) to grant permission to Granby's Racial Reconciliation Group to host Granby Celebrates Juneteenth and for the sale and consumption of alcohol at said event.

B. Consideration and Approval of the FY 2022-2023 BOS Budget

M. Fiorentino reported the Board works very hard to be as transparent as they can and pointed out this meeting is the fifth opportunity for individuals to provide comments, input and changes. In addition, all the budget workshops, including the Three Board Meeting that kicks off the budget process, were available in person and on Zoom. He noted the Board and staff did a good job to get information out to the public and to encourage them to be involved in the process. He commended the staff for their hard work as well as providing answers to questions during the public workshops.

Town Manager Erica Robertson reported after the three workshops, the numbers were refined to develop a final Board of Selectmen budget increase of 4.69%, which is now lower than the 4.78% Board of Finance target. All the Selectmen expressed their agreement with the proposed budget and comfort with the 4.69% increase. In addition, the Board members expressed the importance of infrastructure building with the IT Department.

The Board of Education and the Board of Selectmen will present their budgets to the Board of Finance on March 29th. A public hearing regarding the proposed final budget will be held on April 11th and then to a town referendum vote on April 25th.

ON A MOTION by K. Rome, seconded by S. King the Board voted unanimously (5-0-0) to forward the 2022-23 Municipal Budget to the Board of Finance with a total budget of \$16,191,711, which represents a 4.69% increase over the 2021-22 budget with a total General Fund expenditure of \$12,035,084.

WHEREAS, the Board of Selectmen is required to present a budget to the Board of Finance for the 2022-23 Fiscal Year; and,

WHEREAS, various revenues are included in the budget to offset expenditures including Intergovernmental and Local Revenues; and,

WHEREAS, following a review of the proposed Town Manager's Budget, the 2022-23 Board of Selectmen budget is recommended at \$16,191,711; and,

WHEREAS, the Selectmen's proposed budget meets the Guideline budget to reflect a 4.69% over the 2021-22 Town Operation Budget of \$12,035,084.

NOW THEREFORE, BE IT RESOLVED that the Board of Selectmen forwards a proposed 2022-23 **REVENUE BUDGET** to the Board of Finance consisting of the following items:

GENERAL FUND REVENUES	TOWN MANAGER PROPOSED	BOS ADOPTED
Property Tax (excl. Current Levy)	\$740,000	\$740,000
Intergovernmental Revenues	7,194,549	7,194,549
Local Departmental Revenues	588,036	588,036
TOTAL	\$8,522,585	\$8,522,585

That the Board of Selectmen forwards a proposed 2022-23 **EXPENDITURE BUDGET** to the Board of Finance consisting of the following items:

GENERAL FUND EXPENDITURES	TOWN MANAGER PROPOSED	BOS ADOPTED
Administration	\$5,122,957	\$5,121,557
Personal & Property Protection	3,020,587	3,010,587
Public Works & Environment	3,419,181	3,419,181
Libraries, Recreation, & Social Services	1,047,993	1,047,993
Sub-total	12,610,718	12,599,318
Capital Budget	1,850,000	1,850,000
Debt Service	1,742,393	1,742,393
TOTAL	\$16,203,111	\$16,191,711

That the Board of Selectmen forwards a proposed 2022-23 **OTHER FUNDS BUDGET** to the Board of Finance along with a **2023-2032 CAPITAL IMPROVEMENT PROGRAM** consisting of the following:

OTHER FUNDS	TOWN MANAGER PROPOSED	BOS ADOPTED
Dog Fund	\$18,200	\$18,200
Recreation Events (P&R and HF)	689,277	689,277
Sewer Utility	323,573	323,573
Capital Equipment/Improvement	2,301,740	2,321,740
Education Quality & Diversity	1,022,075	1,022,075
Solid Waste Fund	157,000	157,000
2023-2032 Capital Improvement Program	(Detail in Budget document)	(Detail in Budget document)

VII. TOWN MANAGER REPORT

Town Manager Robertson reviewed the February Statement of Accounts and the highlights as provided by Kimi Cheng, Director of Finance:

- Reported tax collections are at 101%
- As of February 28th, auto supplements are at 142% collected
- Building Permit fees continue to grow and are stronger than last year
- Miscellaneous Revenue due to tax sales was close to \$15,000
- Year-to-date February expenditures this year are at 73% as compared to last year 72% expended

It was also noted K. Severance and A. Kenyon are in contact with the State consultant regarding the Moosehorn Bridge project and the renovations at Holcomb Farm are proceeding as scheduled.

VIII. FIRST SELECTMAN REPORT (Mark Fiorentino)

M. Fiorentino requested Town Manager Robertson add a brief update on the Holcomb Farm project to the next agenda. K. Severance noted the project is currently running on time.

Selectman Fiorentino asked the Town Manager to report on non-emergency communications at the next meeting. In addition, he reported the high school robotics team, the Granby Grunts competed in the regional competition in Springfield this weekend. There were 36 teams competing and Granby finished third.

IX. SELECTMAN REPORTS

(Sally S. King, Frederick A. Moffa, Mark C. Neumann, Kelly O. Rome and John Bell, Student Liaison)

John Bell reported the Granby Basketball Team played at Mohegan Sun for the championship this past weekend. Saturday was the first day for spring sports and tryouts are taking place now. Two weeks ago, the Drama Club put on their winter production of Damn Yankees and Junior's S.A.T. day is Wednesday.

Selectman Neumann noted that the Affordable Housing Plan draft plan is on the website. The committee will hold a public session on Thursday, March 24, 2022, and another meeting on March 31, 2022.

X. EXECUTIVE SESSION

None.

XI. ADJOURNMENT

ON A MOTION by S. King, seconded by M. Neumann, the Board voted unanimously (5-0-0) to adjourn the meeting at 7:42 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Erica P. Robertson". The signature is fluid and cursive, with the first name "Erica" being more prominent.

Erica P. Robertson
Town Manager

TOWN OF GRANBY

MEMORANDUM

DATE: April 4, 2022

TO: Board of Selectmen

FROM: Erica Robertson, Town Manager



REGARDING: IV. - Appointments

The following position are open. The name in parenthesis is the last person to hold the position. When appointments are ready to be made, the following motions are recommended:

That _____ be appointed to the Lower Farmington River and Salmon Brook Wild & Scenic Management Plan (LFSWS) as an alternate for an indefinite term. (Fred Jones)

That _____ be appointed to the Conservation Commission for the balance of a four-year term beginning immediately and ending January 13, 2025. (David Payton)


That _____ be appointed to the Conservation Commission for the balance of a four-year term beginning immediately and ending January 13, 2025. (Greg Dion)

TOWN OF GRANBY

MEMORANDUM

DATE: April 4, 2022

TO: Board of Selectmen

FROM: Erica Robertson, Town Manager 

REGARDING: V. OLD BUSINESS – ITEM A
IBAC Update

At their meeting on January 26, 2022, the Board of Selectmen re-established the Intra-Board Advisory Committee (IBAC) with the charge to focus on the American Rescue Plan Act (ACT) and how that money will be spent. At their meeting on February 23, 2022, IBAC adopted the following criteria for evaluating the proposed projects:

- Projects that improve capacity to provide services and meet unfulfilled needs
- Projects that generally fall outside the capacity of annual budgets to fund
- Avoid projects that require additional funds to complete, unless a source of funds is identified and available
- Avoid projects that will create operational cost obligations, if possible and practical


The board will meet again on April 27th to prioritize the list of projects.

TOWN OF GRANBY

MEMORANDUM

DATE: April 4, 2022

TO: Granby Water Pollution Control Authority

FROM: Erica Robertson, Town Manager 

REGARDING: VI. BUSINESS – ITEM A

Consideration of Sewer Allocation for Granby Memorial High School, 315 Salmon Brook Street—BOS to convene as the Granby Water Pollution Control Authority (GWPCA)

A new kitchen was designed for Granby High School, 315 Salmon Brook Street. The project includes a new full cooking kitchen supplied from the existing water service to the high school. Due to the kitchen improvements, an increase in sewer allocation is requested. The design engineer estimated the additional load will be 2,250 gallons per day. The Town Engineer reviewed the request and has determined the allocation request is sufficient for the project and furthermore, there is capacity to accommodate the request.

Under our agreement with the Town of Simsbury, the Town of Granby currently has 380,000 gallons per day available; 260,435 gallons per day have been allocated so far. If this allocation is approved, 117,315 gallons per day would remain. This would still allow for future connections along the sewer line for commercial, industrial, and residential developments.

If the Granby Water Pollution Control Authority is in agreement, approval of the sewer allocation for the high school is requested.

Proposed Motions:

Move to recess as the Board of Selectmen and convene as the Granby Water Pollution Control Authority.

Move to approve a sewer allocation increase of 2,250 gallons per day for Granby Memorial High School, 315 Salmon Brook Street.

Move to adjourn as the GWPCA and reconvene as the Board of Selectmen.

TOWN OF GRANBY

MEMORANDUM

DATE: April 4, 2022

TO: Board of Selectmen

FROM: Erica Robertson, Town Manager 

REGARDING: **VI. BUSINESS ITEM B** – Consideration of Non-Emergency Communications Improvement Plan

As you know, we are currently working on strategic plan goals as well as wrapping up the FY 23 budget. You have seen in the budget proposal that we are focusing on funding technology. We want to begin working to ensure that Granby makes a concerted effort to increase our non-emergency communications capability. In 2022 communication tools generally rely on technology. We live in an age of almost immediate information flow; Granby needs to be able to keep up with this expectation as best we can.

Next Steps

This agenda item is intended to start the conversation on how we prioritize and create a non-emergency communications improvement plan. We would like to start this process now and not wait until the budget, ARPA priorities, and the strategic goal planning processes conclude.

We have outlined 5 areas for initial review, consideration, and possible action:

1. Update Town website

- Make it easier to find information
- Remove inconsistencies
- Improve link to Board of Education website, especially to agenda page
- Increase “news” capacity
- Ensure consistent posting policies

2. Improve remote access to meetings

- Improve technology at Town Hall meeting room and Senior Center main conference room
- Improve quality of broadcasts
- Increase capacity to record and post meetings

3. Enhance opt-in program(s) for telephone/email/text notifications of important information

4. Increase utilization of Town Facebook page

5. Explore other social media options

PROPOSED MOTION: To direct the Town Manager to begin work on a non-emergency communications improvement plan.

TOWN OF GRANBY

MEMORANDUM

DATE: April 4, 2022

TO: Board of Selectmen

FROM: Erica Robertson, Town Manager



REGARDING: VI. BUSINESS – ITEM C

Consideration of Resolution and Compliance Statement and Policies Supporting Fair Housing

As a recipient of Small Cities, Community Development Block Grant funding, it is a Connecticut Department of Housing Program recipient requirement that Granby actively evidence its commitment to and take specific actions to support the principles and practices of Fair Housing and Equal Opportunity.

As background information, the town received its first Small Cities Funding Grant in 1990 and has been participating ever since. April is designated as Fair Housing Month and as such, is an ideal time for the Town of Granby to reaffirm its commitment to Fair Housing and Equal Opportunity. The Granby Community Development Department will be undertaking a variety of measures to demonstrate such commitment and asks that the Board of Selectmen adopt the following Resolution, Statements, and Policies to further demonstrate the town's overall commitment to Fair Housing and Equal Opportunity.

In an effort to reaffirm the town's commitment to fair housing and equal opportunity, I recommend that the Board of Selectmen re-adopt the following Fair Housing Resolution, Fair Housing Policy Statement, Compliance with the Title VI of the Civil Rights Act of 1964, Affirmative Action Policy Statement, Municipal Grievance Procedure, and ADA Notice, as shown below:

Fair Housing Resolution

- Whereas, All persons are afforded a right to full and equal housing opportunities in the neighborhood of their choice; and
- Whereas, Federal fair housing laws require that all individuals, regardless of race, color, religion, sex, handicap, familial status or national origin, be given equal access to all housing-related opportunities, including rental and homeownership opportunities, and be allowed to make free choices regarding housing location; and
- Whereas, Connecticut fair housing laws require that all individuals, regardless of race, creed, color, national origin, ancestry, sex, marital status, age, lawful source of income, familial status, learning disability, physical or mental disability, sexual orientation, or gender identity or expression be given equal access to all housing-related opportunities, including rental and home ownership opportunities, and be allowed to make free choices regarding housing location; and

Whereas, The Town of Granby is committed to upholding these laws, and realizes that these laws must be supplemented by an Affirmative Statement publicly endorsing the right of all people to full and equal housing opportunities in the neighborhood of their choice.

NOW THEREFORE, BE IT RESOVED, That the Town of Granby hereby endorses a Fair Housing Policy to ensure equal opportunity for all persons to rent, purchase, obtain financing and enjoy all other housing-related services of their choice on a non-discriminatory basis as provided by state and federal law; and

BE IT FURTHER RESOLVED, That the chief executive officer of the Town of Granby or his/her designated representative is responsible for responding to and assisting any person who alleges to be the victim of an illegal discriminatory housing practice in the Town of Granby and for advising such person of the right to file a complaint with the State of Connecticut Commission on Human Rights and Opportunities (CHRO) or the U.S. Department of Housing and Urban Development (HUD) or to seek assistance from the CT Fair Housing Center, legal services, or other fair housing organizations to protect his or her right to equal housing opportunities.

Fair Housing Policy Statement

It is the policy of the Town of Granby to promote fair housing opportunities and to encourage racial and economic integration in all its programs and housing development activities.

Programs funded and administered by the Town of Granby must comply with the provisions of Section 46a-64c of the C.G.S., and with related state and federal laws and regulations that prohibit discriminatory housing practices.

The Town of Granby or any of sub-recipient of the Town of Granby will carry out an affirmative marketing program to attract prospective buyers or tenants of all majority or minority groups, without consideration of race, color, religion, sex, national origin, ancestry, creed, sexual orientation, gender identity or expression, marital status, lawful source of income, disability, age or because the individual has children in all programs and housing development activities funded or administered by the Town of Granby.

The Municipality's Department of Community Development is responsible for the enforcement and implementation of this policy. The Director of Community Development, Abigail St. Peter Kenyon, may be reached at (860) 844-5319 or akenyon@granby-ct.gov.

Complaints pertaining to discrimination in any program funded or administered by the Town of Granby may be filed with the Department of Community Development. The municipality's Grievance Procedure will be utilized in these cases.

Complaints may also be filed with the Commission on Human Rights and Opportunities, Special Enforcement Unit, 21 Grand Street, Hartford, CT 06106, Telephone (860) 541-3403 within 180 days of the alleged violation by submitting a notarized complaint and/or the Boston Regional Office of FHEO, U.S. Department of Housing and Urban Development, Thomas P. O'Neill, Jr. Federal Building, 10 Causeway Street, Room 321, Boston, MA 02222-1092, Telephone (617) 994-8300 or 1-800-827-5005, TTY (617) 565-5453. A complaint may be filed with HUD within one year after an alleged violation. Additionally, an individual may file suit, at his/her expense, in Federal District Court or State Court within two years of an alleged violation. If the individual cannot afford an attorney, the Court may appoint one. A suit can be brought even after filing a complaint, if the complaining party has not signed a conciliation agreement and an Administrative Law Judge has not started a hearing. A court may award actual and punitive damages and attorney's fees and costs.

A copy of this policy statement will be given annually to all Town of Granby employees and they are expected to fully comply with it. In addition, a copy will be posted throughout the Town of Granby.

Date

Erica P. Robertson, Town Manager

THIS STATEMENT IS AVAILABLE IN LARGE PRINT OR ON AUDIO TAPE by contacting Abigail St. Peter Kenyon, 15 North Granby Road, Granby, CT 06035, (860) 844-5319.

Compliance with Title VI of the Civil Rights Act of 1964

The Town of Granby does not discriminate in the provision of services, the administration of its programs, or contractual agreements. The Town of Granby seeks to fully carry out its responsibilities under the Title VI Regulations.

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the grounds of race, color or national origin in programs and activities receiving Federal financial assistance. Title VI provides that No person shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any programs covered by the Regulations.

This policy is effectuated through the methods of administration outlined in the Town of Granby Fair Housing Plan and is fully implemented to ensure compliance by the Town of Granby as the recipient, and by sub-recipients. The cooperation of all personnel is required.

Erica P. Robertson, Town Manager

Date

Affirmative Action Policy Statement

As Town Manager of the Town of Granby, I recognize the need for Affirmative Action and I pledge my commitment to undertake positive actions to overcome the present effects of past practices or barriers to equal employment opportunity and to achieve the full and fair participation of minorities, women, people with disabilities, older persons, and all other protected groups found to be underutilized in the Town of Granby's work force or affected by policies having an adverse impact. In the spirit of Executive Order 11, signed by Governor Ella Grasso November 21, 1975, and Executive Order 9, signed by Governor William A. O'Neill on January 3, 1984, I further state that this Town of Granby will comply with the anti-discrimination provisions of the state and federal laws and regulations listed at the end of this section.

I recognize the hiring difficulties experienced by minorities, people with disabilities and by many older persons and, where appropriate, I have set goals to overcome the present effects of past discrimination, if any, to achieve the full and fair utilization of such persons in the work force. I further pledge that the Town of Granby will affirmatively provide services and programs in a fair and impartial manner.

Where adverse impact is identified, the Town of Granby will: (1) review its personnel policies and procedures to ensure that barriers, which unnecessarily exclude protected classes and practices, which have an illegal

discriminatory impact, are identified and eliminated; (2) explore alternative approaches to employ minorities and members of protected classes; (3) administer all terms, conditions, privileges and benefits of the employment process in an equitable manner; and (4) establish procedures for the extra effort that may be necessary to ensure that the recruitment and hiring of protected group members reflect their availability in the job market.

It is the policy of the Town of Granby to provide equal employment opportunities without consideration of race, color, religion, age, sex, marital status, national origin, genetic information, past/present history of mental disability, ancestry, mental retardation, learning or physical disabilities including but, not limited to blindness, sexual orientation, political belief or criminal record, unless the provisions of Section 46a-60(b), 46a-80(b) and 46a-81(b) of the Connecticut General Statutes are controlling or there is a bonafide occupational qualification excluding persons in one of the above protected groups. This policy applies to all aspects of the employer/employee relationship including, but not limited to, recruitment, hiring, referrals, classifying, advertising, training, upgrading, promotion, benefits, compensation, discipline, layoff and terminations.

The Town of Granby will implement, monitor and enforce this Affirmative Action Policy Statement in conjunction with the applicable federal and state laws, regulations and executive orders listed below: 13th, 14th and 15th Amendments of the United States Constitution, Civil Rights Act of 1866, 1870, 1871, Equal Pay Act of 1963, Title VI and VII of the 1964 United States Civil Rights Act, presidential Executive Orders 11246, amended by 11375, (Nondiscrimination under federal contracts), Act 1 Section 1 and 20 of the Connecticut Constitution, Governor Grasso's Executive Order Number 11, Governor O'Neill Executive Order Number 9, the Connecticut Fair Employment Practices Law (46a-63-64). Discrimination against Criminal Offenders (46a-80). Connecticut General Statutes, Connecticut Code of Fair Accommodations Law (46-63-64), definition of Blind (46a-51 (1), definition of Physically Disabled (46a-51 (15), definition of Mentally Retarded (46a-51 (13), cooperation with the Commission of Human Rights and Opportunities (46a-77), Sexual Harassment (46-60-(a) Connecticut Credit Discrimination Law (360436 through 439), Title I of the State and the Local Fiscal Assistance Act of 1972 and the Americans with Disabilities Act of 1992.

This policy statement will be given annually to all Town of Granby employees and will also be posted throughout the Town of Granby. I also expect each supplier, union, consultant and other entity (s) with which we do business to comply with all applicable State and Federal Equal Opportunity laws and regulations. The Town of Granby will not knowingly do business with any entity debarred from participation in any federal or state program or found to be in violation of any state or federal anti-discrimination law.

I have assigned the responsibility to achieve the successful implementation of our goals and objectives to Abigail St. Peter Kenyon, Director of Community Development, (860) 844-5319, akenyon@granby-ct.gov.

Date

Erica P. Robertson, Town Manager

THIS STATEMENT IS AVAILABLE IN LARGE PRINT OR ON AUDIO TAPE FROM THE ADA-504 COORDINATOR BY CALLING (860) 844-5318.

Municipal Grievance Procedure

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act. It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in employment practices and policies or the provision of services, activities, programs or benefits by the Town of Granby.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/designee as soon as possible but no later than 60 calendar days after the allege violation to:

Joel Skilton
(860) 844-5318
15 North Granby Road, Granby, CT 06035

Within 15 calendar days after receipt of the complaint, Joel Skilton will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting Joel Skilton will respond in writing, and, where appropriate, in a format accessible to the complainant, such as large print, Braille or audio tape. The response will explain the position of Town of Granby and offer options for substantive resolution of the complaint.

If the response by Joel Skilton does not satisfactorily resolve the issue, the complaint and/or his/her designee may appeal the decision of the ADA coordinator within 15 calendar days after receipt of the response to the mayor or his or her designee.

Within 15 calendar days after receipt of the appeal, the mayor or his or her designee will meet the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting the mayor or his or her designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by Joel Skilton, appeals to the mayor or his or her designee, and responses from the ADA coordinator and mayor or his or her designee will be kept by Town of Granby for at least three years.

Date

Erica P. Robertson, Town Manager

ADA Notice

The Town of Granby does not discriminate on the basis of disability in admission to, access to, or operation of its programs, services, or activities. The Town of Granby does not discriminate on the basis of disability in its hiring or employment practices.

This notice is provided by Title II of the Americans with Disabilities Act of 1990.

Questions, concerns, complaints, or requests for additional information regarding the ADA may be forwarded to Town of Granby's designated ADA Compliance Coordinator.

Name: Joel Skilton

Title: ADA Compliance Coordinator

Office Address: 15 North Granby Road, Granby, CT 06035

Phone Number: (860) 844-5318

Email Address: jskilton@granby-ct.gov

Days/Hours Available: 8:00 AM to 4:00 PM Monday, Tuesday, and Wednesday; 8:00 AM to 6:00 PM Thursday' and 8:00 AM to 12:30 PM Friday.

Individuals who need auxiliary aids for effective communication in programs and services of the Town of Granby are invited to make their needs and preferences known to the ADA Compliance Coordinator.

This notice is available upon request in large print, on audio tape, and in Braille, from the ADA Compliance Coordinator.

Date

Erica P. Robertson, Town Manager

Proposed Motion: Move to re-adopt the Fair Housing Resolution, Fair Housing Policy Statement, Compliance with Title VI of the Civil Rights Act of 1964, Affirmative Action Policy Statement, Municipal Grievance Procedure and ADA Notice.

TOWN OF GRANBY

MEMORANDUM

DATE: April 4, 2022

TO: Board of Selectmen

FROM: Erica Robertson, Town Manager



REGARDING: VI. BUSINESS – ITEM D

Consideration of Connecticut Department of Transportation Grant Award

The State of Connecticut Department of Transportation requires a signed Maintenance of Effort Certification and Grant Assignment Certification for the State Matching Grant for Elderly and Disabled Demand Responsive Transportation for SFY 2023-2025. The Town of Granby has been awarded funding from this program since FY2006-07. The grant funding is combined with municipal dollars to employ Senior Van Drivers.

The Town of Granby operates three senior vans to transport seniors (60+) and disabled residents for medical and personal care appointments, grocery shopping, all senior center activities and community events. Transportation demands continue to be necessary for the senior population especially for medical and personal care appointments. During the COVID-19 pandemic Senior Transportation never ceased operation. The service proved essential to deliver meals and groceries and to provide rides to medical appointments.

The grant for SFY2022-25 is for \$28,641 for each grant year. The grant match requires a 50% match that will be met by the current budget for Senior Van Services. No additional allocation is required.

I request that the Board vote to approve the State of Connecticut Department of Transportation grant award of \$28,641. As in the past, a Board of Finance appropriation will be requested.

PROPOSED MOTION – To approve the State of Connecticut Department of Transportation grant award in the amount of \$28,641 and to forward to the Board of Finance for appropriate budgetary approvals.

pc: Sandra Yost, Director of Human Services

TOWN OF GRANBY

MEMORANDUM

DATE: April 4, 2022

TO: Board of Selectmen

FROM: Erica P. Robertson, Town Manager



REGARDING: VI. BUSINESS – ITEM E

Consideration of Neighborhood Assistance Act Tax Credit Program (NAA Program)

The Connecticut State Department of Revenue Service offers a Tax Credit Program designed to provide funding for municipal and tax-exempt organizations by providing a corporation business tax credit for businesses who make cash contributions to these entities. This program provides tax credits to businesses that make cash investments in qualifying community non-profit programs. Past approved projects have come from public service departments such as police, fire and ambulance; health service agencies, land trusts and more. Requests have included energy saving measures such as new windows, boiler replacement and fuel-efficient vehicles; programs for youth, parents and seniors; and more.

Eligible applicants are non-profit organizations which provide community service, crime prevention, job training, education, child day care facilities, construction or rehabilitation of dwelling units for families of low and moderate income in the state, or any other program which serves a group with at least 75% of the individuals are at an income not exceeding 150% of the poverty level for the year immediately preceding the year during which the tax credit is to be granted may qualify for a tax credit equal to 60% if the cash invested by business firms.

Program proposals must be submitted to the municipality and require public hearing prior to submission to DRS by the July 1, 2022, deadline. The Board of Selectmen will have a public hearing on May 16, 2022, to approve proposals for submittal to the Department of Revenue Services by July 1, 2022. Please find the press release announcing the program below.

PROPOSED MOTION- To authorize the Town Manager to complete all requirements for Granby to participate in the Neighborhood Assistance Act Program.



FOR IMMEDIATE RELEASE

Contact: Sandra Yost

Phone: 860-844-5351

Email: syost@granby-ct.gov

Granby to participate in Neighborhood Assistance Act Program

Granby, CT

Connecticut Department of Revenue Services (DRS) has announced the 2022 Connecticut Neighborhood Assistance Act Program Proposal. This program provides tax credits to businesses that make cash investments in qualifying community non-profit programs. Past approved projects have come from public service departments such as police, fire and ambulance; health service agencies, land trusts and more. Requests have included energy saving measures such as new windows, boiler replacement and fuel efficient vehicles; programs for youth, parents and seniors; and more.

To be considered, community organizations must submit an application to Sandra Yost, Director of Human Services, Town of Granby, 15 North Granby Road, Granby, CT 06035 by May 11, 2022. Selectmen will then have a public hearing on May 16, 2022 to approve proposals for submittal to the Department of Revenue Services by July 1, 2022. Applications and information about the NAA Tax Credit Program can be found on the DRS website at www.ct.gov/DRS, searchable by entering "Neighborhood Assistance Act".

For assistance with the process, please call Sandra Yost at 860-844-5351, or email syost@granby-ct.gov.

TOWN OF GRANBY

MEMORANDUM

DATE: April 4, 2022

TO: Board of Selectmen

FROM: Erica P. Robertson, Town Manager



REGARDING: V. BUSINESS – ITEM F

Consideration of the Awarding of Services for the Granby Memorial High School Renovations

The School Projects Building Committee was tasked with drafting a Request for Proposal for interior renovations to the Cafeteria and Music Areas at Granby Memorial High School.

The work will include, but not be limited to selective demolition, new construction, including concrete work, and new floors, walls ceilings, doors and frames and aluminum storefront. It also includes new finishes and acoustical treatments, kitchen equipment and fire sprinklers, plumbing, HVAC, electrical all as indicated and described in the Bid Documents. Limited sitework includes excavation and backfill, concrete paving, concrete block retaining wall, fencing and new propane storage tanks.

At the time of the writing of this agenda, specifics were not available. The bid opening was held on March 31, 2022, and the Building Committee was scheduled to meet and recommend a contract award on April 1 4:00 p.m. All relevant details will be available for the Board of Selectmen meeting on Monday.


PROPOSED MOTION: THE BOARD OF SELECTMEN AUTHORIZES THE TOWN MANAGER TO AWARD AND EXECUTE THE CONTRACT FOR THE HIGH SCHOOL REVONATIONS AT GMHS, TO THE FIRM OF _____.

TOWN OF GRANBY

MEMORANDUM

DATE: April 4, 2022

TO: Board of Selectmen

FROM: Erica P. Robertson, Town Manager 

RE: VII. TOWN MANAGER REPORT

Tonight's Town Manager report includes information I hope you find of interest. My staff and I are dedicated to working hard each day for the betterment of our community.

Library News

Our friends at Four Dads Pub are celebrating National Library Week with the Granby Libraries by offering 10% off food and drink orders when you show them your library card! Visit any time between March 30 and April 13 to enjoy great specials and good times. You may even see your favorite librarian there! Need a library card? Visit either branch with proof of ID and we'll set you up.

All ages are invited to participate in the *Passport to Connecticut Libraries* program during the month of April 2022. You may already know that your library card opens the world to you through books, audiobooks, music CDs, DVDs, streaming services, and databases. Now your library card provides a special welcome when you visit any of the nearly 140 Connecticut libraries participating in the Connecticut Library Association's *Passport to Connecticut Libraries* program. To begin, visit Granby Public Library or F. H. Cossitt Library to pick up your *Library Passport*. Our friendly staff will stamp your passport and you'll receive a small gift. Then plan your trips to other participating libraries and begin your April adventures. Show your library card and passport at each library you visit, and the staff will stamp your passport and offer another small gift. There's more! Visit at least five participating libraries and *return your passport by May 6, 2022*, to be entered into a state-wide drawing.

Granby Center Project Update

Starting the week of April 4, the project contractors will be working on drainage in the center, which will involve cutting the pavement. There will be a traffic person controlling traffic. Also, people will see silt fence has been installed throughout the project area. Work on relocating the water line near the Stony Hill Village/Small World Day Care driveway was completed. The contractor will be setting new utility poles and once the poles are set, the utilities will begin shifting the overhead wires. Questions have come up about the Granby Road Race in May. This date has been communicated to DOT and their contractor and the Town has been assured the intersection work will not interfere with the race.

Communications Enhancement Update

We've been working on improving our communication with residents through the opt-in feature on the website. Users can subscribe to receive emails texts or both about meeting agendas and minutes, general news, alerts, and other topics. We plan to start sending more emails and texts to get people accustomed to receiving information in this format. Instructions on how to subscribe were included in the Town Manager's article in the Drummer this month. Right now, we have about 870 unique subscribers and many have multiple subscriptions (3,700 total). Most of them are for Town News and Announcements. There hasn't been a big increase in subscribers since the article was published, but we are going to keep working on getting people to subscribe. Some topics we are planning to email about include budget topics (the hearing and referendum), updates from the assessor's office/tax programs, taxes, dog licenses and bridge updates.

Public Works Spring News

The grounds are quickly thawing, and our crew has been out trimming trees, perennials, raking out flower beds and repairing areas where winter damage has occurred. It won't be long before the grass starts to grow, and sporting activities take over so we will be mindful of those activities. We are currently in desperate need of summer help to assist us complete all the necessary assignments. If you know of someone who might be interested in a summer position, please let me know!

Road projects are underway and one of the goals is to cut and replace sections of bituminous concrete along road edges where they are starting to break up. In many of these locations, you will see Call Before You Dig (CBYD) mark outs indicating where we will be doing road repairs, replacing basins or culverts. One of the biggest challenges this year is that pricing continues to be on the rise due to fuel costs which is causing us to cut back on scheduled improvements.

Despite the recent amount of precipitation, Hungary Road Bridge is moving along on schedule. For the most part all the concrete work is completed and weather permitting they will be paving soon. Moosehorn Bridge replacement has changed from a one-year project to a two-year project. Donahue will be going out to design later this year with replacement scheduled for 2023. Simsbury Road Bridge is still on the schedule for replacement in 2024. Additionally, we will need to hire an engineering firm to handle all bridge inspections of bridges under twenty feet in length as state no longer does it. Once inspections are complete, we will need to work on minor concrete repairs and scouring concerns.

Public Works will be hosting a Shredding event with the Granby Lions club on May 21st at the Public works Department from 9:00AM until 12:00PM.

The first of our Household Hazardous Waste days will be in Farmington on April 23rd at 10 Monteith Drive (Farmington High School). June 11th there will also be a Household Hazardous Waste collection in Simsbury at 66 Town Forest Road.

One of our greatest concerns currently is the constant changing of material costs and the availability of them. Because of this dilemma, we continue to modify our scheduled summer projects.

Server Infrastructure Project Update

Our IT Consultant, Grey Matter, continues to work on the server infrastructure project. After delays in getting the equipment delivered, work began to update this critical technology for our town departments.

The new server has been assembled, installed, and licensed. Storage pools have been created to allow migration of virtual machines to the new physical host. We are currently working with Microsoft to resolve issues demoting very old 2003 vintage domain controller from the server environment. The current domain controller operating system (Microsoft Windows Server 2008r2) can't be updated until we can forcefully remove the older server (Microsoft Windows Server 2003) from the domain environment.

All virtual servers are expected to be migrated to new environment the first week in April. The primary domain controller is expected to be upgraded to new a operating system by the end of next week. The physical host server is expected to be moved to server room located at PD within two weeks. This will allow for clean/conditioned air and a secure environment for the new host. Fiber connectivity between the Town Hall and PD allows for this change in topology to be transparent to end users. All files are being backed up both locally and in our secure encrypted cloud storage system which is monitored daily. The final step in the project upgrade will be to establish a new print management server and network file storage access for each department with priorities on network security and ease of access for end users. This will take place on a department-by-department basis and will be completed by the end of April.

Parks & Recreation

The Holcomb Farm STEAP grant project is progressing nicely. The bathroom project includes new men and women restrooms, a bridal suite and new hallway flooring. The walls have been constructed and sheet rocked. Flooring and fixtures are scheduled to be completed in the next couple of weeks. The project is on target to be completed by May 1st. Once the bathroom and bridal suite work is completed, phase two will focus on the farmhouse. We currently have an architect working on bid documents for needed repairs such as painting.

Spring and summer programs are now posted with many open for registration. There are currently over 80 program offerings online. These can be viewed at <https://granbyct.myrec.com/info/activities/> It is important to recognize that the Parks & Recreation department is staffed by three employees. The number of offerings and participation level in town is exceptional by any standards, and most exceptional with our limited staff resources! Thank you to Kristine Vincent, Daphne Shinder and Terri Ziemnicki for all their hard work!

March saw the Department's highest revenue numbers to date at over \$110,000. It is important to note that this is revenue only, not profit. Most expenses will be realized in the next fiscal year (camp payroll, program instructor payments, etc.) This data shows that folks are eager to be back to what can be considered more normal activities and are excited to sign up for programs!

Assessor Updates

We continue to work on Revaluation this Spring. Some of the highlights of work include:

- Preparing Income and Expense Forms to be mailed to all commercial and industrial rental properties, apartment complexes, retail, and shopping complexes, etc.
- Continually recording and validating every Real Estate transaction and sale, both improved and unimproved properties, as a Qualified or Unqualified Sale.
- Preparing Data Mailers to verify interior information and construction detail to be mailed to every property owner.
- Analyzing all sales information, Income and Expense information and construction and building material costs.

The Assessor's office also continues to work on Elderly and Totally Disabled tax benefit applications. After applications are received the office verifies income to determine eligibility. Those who qualify see this tax benefit on their July tax bills. Applications are accepted through May 15.

Human Services Department Update

There is currently an opening for the Senior Center Program Coordinator position. Recruitment efforts have been positive, and a top candidate is expected to be selected soon.

Coffee and Conversation with the First Selectman was a success! Happy to report that it filled to capacity. The session went for an hour and a half. Our Rosy the Riveter program filled and was moved to accommodate the 19 registrants. The presenter returns next week to present the Story of Alcatraz (also sold out). In addition to our programs filling up, there were 324 unduplicated individuals who participated in Senior Center activities in the month of March.

The Elderly/Disabled Renters Rebate program opens on April 1. Income qualified applicants receive a reimbursement for rental expenses based on a graduated income scale and amount of rent and utility payments made in the previous calendar year.

There have been 72 Energy Assistance applications processed so far in this heating season (closes May 1).

An anti-vaping campaign is being launched through the work of the Youth Action Council. Posters on the facts of vaping are being posted at the Middle and High Schools with an opportunity to take a quiz on the facts to win prizes. These prizes are funded through Local Prevention Council grant funds.